

**Board of Trustees Meeting
October 13, 2009
7:00 P.M.**

1. Call to order—The meeting was called to order by President Kari Fickes at 7:16 P.M.
2. Pledge of allegiance
3. Roll call—the following trustees were present: Stephanie Daujatas, Kari Fickes, Kathryn Koloze, Phillip Lukacek, and Tom Miller. Ann Glynn and Karen Miller were absent with prior notification.
Also present: Administrative Librarian Carol Hall
4. Motion to establish Consent Agenda—Motion to establish the Consent Agenda including items A, B, and C by Tom Miller, seconded by Kathryn Koloze.
Yes: Stephanie Daujatas, Kari Fickes, Kathryn Koloze, Phillip Lukacek, and Tom Miller
No: None
 - A. Approve minutes of September 8 Regular Board Meeting
 - B. Approve Treasurer’s Report

Balance on hand September 1, 2009	\$932,262.76
Revenues	1,746.30
Expenses	298,137.91
Balance on hand September 30, 2009	\$635,871.15
 - C. Approve payment of monthly bills in the amount of \$50,365.99.
5. Motion to approve Consent Agenda—Motion to approve the Consent Agenda by Stephanie Daujatas seconded by Tom Miller.
Yes: Stephanie Daujatas, Kari Fickes, Kathryn Koloze, Phillip Lukacek, and Tom Miller
No: None
6. Public Comment – None Present
7. Communications
 - Proposal for snow removal from Tandem Landscaping.
 - I/FAX Report from The Illinois Funds
 - Tria Architecture September 9 Field Observation Report
 - Tria Architecture Partial Project Punchlist #1
 - Letter from North Palos Firefighter’s Association requesting support for Pancake Breakfast
 - Daily Herald article regarding Oak Brook Library
 - Proposal to upgrade alarm system from Micro-Eye Security
8. Librarian’s Report

- Mostly favorable reactions from patrons to the renovations.
 - Met with Dan Graham from Versatile Computing to discuss wireless network.
 - Library materials from Worth that were not turned in during construction will not be assessed a late fee.
 - We will be sending a fruit arrangement to Palos Heights and to Chicago Ridge libraries in thanks for taking care of our residents during our closing.
9. President's Report – We would like to extend our many thanks to our staff for working in such a confined space, and dealing with all the challenges that arose during construction with a smiling face.

Chicago Ridge Public Library has an agreement with the Chicago Ridge School District teachers allowing teachers to check out items from Chicago Ridge Library. The library has bins available for teachers to check out for certain topics. It was suggested that Carol investigate to see if we can do something similar here.

There are still some kinks to work out as far as the construction goes, but most everything has gone smoothly, and we will be going over everything before our final payout.

10. Committee Reports

A. Building & Grounds Committee

- i. Interior renovations progress report – An immediate need will be to pick up a walk-off mat. Ron from Tria Architecture and Kari are working on the final punch lists, fixing the mistakes and oversights. We used the \$10,000 retainer fee and also spent \$17,861.37 in additional add-ons. The total came out to be \$252,681.37.
- ii. We are missing two shelving units that are supposed to be in the adult stacks as well as some shelves in the Children's stacks. We are investigating where the shelves are, and are still arguing over the problems with the shelves' painting. There are also a number of shelf caps that appear not to be level.
- iii. We are starting to plan for some of the next improvements that we want to make now that the major construction has been done.

B. Technology Committee

- i. Bandwidth – It is possible we will need to add additional bandwidth to accompany added public computers and wireless computers. We are looking into our current bandwidth usage.
- ii. Three access points will be needed to completely cover the library with wireless coverage.

- iii. Filtering – Sonicwall is the recommended filtering provider; we are awaiting pricing.
- iv. It does not look like our firewall will need additional licensing.
- v. Laura is going to work with VendPrint on re-assigning computers so that only adults can use the adult computers and only children can use the children’s computers.
- vi. VendPrint quoted \$1,995 to add another coin-operated controller to a printer in the kids area. We are looking at other solutions.
- vii. Interact Business Products talked about adding some cameras to our CCTV system and refocusing and retooling existing cameras. We are awaiting a proposal.

C. Marketing/Publicity Committee

- i. Grand Opening Celebration – Discussion was tabled.

D. Policy & Personnel Committee

11. Unfinished Business

A. Per Capita Grant requirements

- The Local Library Act and District Act were reviewed. The library board reviewed and updated its policies between June, 2008 and April, 2009. The board will need to review its Materials Selection, FOIA, By-laws, Patron Behavior, Investment of Funds, and Special Reserve Fund Plan in 2010.

12. New business

A. Approve snow removal proposal—Kari Fickes will seek additional information from Pete’s Lawn Care. If their response to our concerns is satisfactory, it was the board’s consensus that their proposal would be lower than Tandem’s and would be accepted. Carol will contact each board member with information from Kari and will poll their acceptance.

B. Approve contractor’s payout request—Motion to approve the payout in the amount of \$207,492.30 made by Phillip Lukacek seconded by Stephanie Daujatas.

Yes: Stephanie Daujatas, Kari Fickes, Kathryn Koloze, Phillip Lukacek, and Tom Miller

No: None

C. Building alarm upgrade—The proposal from Micro-Eye was discussed. It was decided to approve the proposal in the amount of \$2,616 for the revised security alarm system upgrades as well as options A and B made by Tom Miller and seconded by Kathryn Koloze.

Yes: Stephanie Daujatas, Kari Fickes, Kathryn Koloze, Phillip

Lukacek, and Tom Miller

No: None

13. Set dates for committee meetings – None at this time.

16. Public comment – None Present

17. Adjournment—Motion to adjourn the meeting at 9:03 P.M. made by Kari Fickes seconded by Tom Miller. The motion carried on a voice vote.

Phillip Lukacek, Secretary

Kari Fickes, President